

PART-TIME FACULTY

2024-25 Payroll Schedule

Timesheet Pay Cycles: **July 1, 2024 – June 30, 2025**

Service periods run the 24th through the 23rd

| SERVICE PERIOD | DUE TO DEAN | DUE IN PAYROLL OFFICE Bldg. 10-A | EFT BANK DEPOSIT DATE & PAY WARRANTS PICK-UP 8:30 am–5 pm PAYROLL WINDOW BLDG 10-A | FACULTY UNIT OF PAY (UOP) Fall 1 st 8 wks, 10/9, 11/9. 2 nd 8 wks, 12/10, 1/9. Spring 1 st 8 wks, 3/11, 4/9, 5/9. 2 nd 8 wks, 5/9, 6/10, 7/9. |
|-----------------|------------------|----------------------------------|--|---|
| 7/01 – 7/23/24 | July 18 | July 22 by NOON | August 9 | SUMR UOP-2 pymts;7/9-8/9 (or, pending start/end dates,7/9-9/9) |
| 7/24 – 8/23/24 | Aug 19 | Aug 20 by NOON | September 9 | SUMR UOP-2 pymts;7/9-8/9 (or, pending start/end dates,7/9-9/9) |
| 8/24 – 9/23/24 | Sept 19 | Sept 20 by NOON | October 9 | FALL 16-wk UOP #1 |
| 9/24 – 10/23/24 | Oct 22 | Oct 23 by NOON | November 12 | FALL 16-wk UOP #2 |
| 10/24–11/23/24 | Nov 15 | Nov 18 by NOON | December 9 | FALL 16-wk UOP #3 |
| 11/24–12/23/24 | Dec 10 | Dec 11 by NOON | January 9 | FALL 16-wk UOP #4 |
| 12/24 – 1/23/25 | Jan 21 | Jan 22 by NOON | February 10 | WINTER UOP #1 |
| 1/24 – 2/23/25 | Feb 18 | Feb 19 by NOON | March 10 | WINTER UOP #2 SPRING 16-wk UOP #1 |
| 2/24 – 3/23/25 | Mar 20 | Mar 21 by NOON | April 9 | SPRING 16-wk UOP #2 |
| 3/24 – 4/23/25 | Apr 21 | Apr 22 by NOON | May 9 | SPRING 16-wk UOP #3 |
| 4/24– 5/23/25 | May 19 | May 20 by NOON | June 9 | SPRING 16-wk UOP #4 |
| 5/24– 6/23/25 | June 13 | June 16 by NOON | July 9 | SPRING 16-wk UOP #5 |
| *6/24 – 6/30/25 | *June 24 by noon | *June 25 by the end of day | *July 15-Supp Payroll | *Timesheets Only |

VERY IMPORTANT:

- Please ensure your signed academic contract is up to date and accurately reflects all of your assignments
- You must provide your dean with a completed monthly absence report for missed classes
- Those on timesheet should submit them to dean for signature prior to payroll deadline, w/attached absence report (if applicable)
- **Unit of Pay schedule is based on typical 16 or 8 week terms; pay for atypical start/end dates are pro-rated**
- Do **NOT** use white-out – line through/initial changes; timesheet must reflect actual hours/times/dates worked
- Holiday hours worked **MUST** be initialed by your supervisor/dean as campus is generally closed on holidays
- You may occasionally be asked to project your hours due to an earlier deadline...please notify your supervisor/dean/payroll immediately if projected hours should be amended due to unanticipated circumstances

***REMINDER - Fiscal Year End Supplemental Payroll**

Please note the service period dates when completing your timesheets and follow normal procedures according to due dates listed.